

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of comprehensive training and safety programs for the department. The Chief of Training and Safety plans and implements the training and safety programs, assembles and administers materials, and coordinates the training operations with other department activities. Incumbent evaluates training needs of the department and assists superior officer in directing the work of subordinates as needed. Maintains critical records and performs community outreach for the department. The Chief of Training and Safety works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Evaluates the training needs and develops and implements a training program for the department. Observes emergency scene operations for safety compliance and collects materials for use in training, taking charge of all safety procedures at the scene. Prepares training materials, maintains a library for training purposes, and keeps informed on modern fire fighting methods. Participates in conferences and conventions related to training and safety. Keeps up-to-date with safety management practices by evaluating safety publications and demonstrates appropriate safety measures to members of the department.

Conducts training in the use of fire fighting equipment and techniques, as well as fire apparatus operations, hazardous materials, fire prevention, communications, safety and public relations. Develops exercises to rate training skills acquired by department members, and administers tests to evaluate success in training. Provides new employees with informal "on the job" training. Conducts training in the classroom or on the drill field and coordinates each company's movement to and from all training activities.

Personally tests or directs the testing of equipment to ensure that it meets all applicable safety standards. Assists superior officer

in inspecting equipment, safety supplies, and working conditions to ensure compliance with regulations. Supervises the general maintenance of fire fighting apparatus and equipment. When necessary, determines which repair services should be used for damaged equipment and arranges for the repairs, inspecting the equipment thoroughly after the repairs are completed.

Oversees employees when District Chief or Fire Chief is not on shift. Oversees the training of departmental employees and supervises employees at the fire scene in the absence of superior officer. Manages training operations by observing work performance, inspecting equipment, and assigning schedules related to training activities. Recommends management policies, goals, and objectives related to training. Provides assistance to employees in technical areas of work and writes employee evaluation reports on training skills. Responds to all alarms or emergency calls and observes subordinates for additional training needs. When needed, acts as part of the fire attack team. Prior to a fire, collects information for pre-fire planning and assists superior officer in monitoring local conditions which may become hazardous.

Completes reports and decides what information should be kept in departmental records. Supervises maintenance of records by inspecting record retention systems and by reviewing reports of subordinates. Reads, files and writes narrative reports, analyzing the data contained through the use of statistics and compiling data for any additional reports needed. Attends meetings and gives reports.

Takes an active part in the community by researching and planning for activities for the department. Demonstrates and distributes literature pertaining to fire department work to public groups. Participates in public education programs, and conducts tours of department for schools and civic groups. Works with other agencies on projects that are mutually concerning to both the agency and the fire department.

Maintains an accurate inventory of supplies and equipment. Purchases supplies and equipment within the established budget and disburses those supplies once they are received. Assists superior officer in gathering information to be used in compiling budgets, and personally handles budget for an assigned function.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the

examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's License.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.